

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – ATASCADERO
HUMAN RESOURCES DEPARTMENT

JOB CLASSIFICATION: STAFF SERVICES ANALYST (FMLA COORDINATOR)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Participates in analytical studies of organization, procedures, budgetary requirements, and personnel management; gathers, tabulates, and analyzes data; prepares organization, workload, and other charts.

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| 50% | Coordinate Family Medical Leave (FMLA) and California Family Rights (CFRA) administration with the Human Resources Director, Personnel Officer, and Personnel Transactions staff. Review all requests for FMLA and prepare recommendations for approval/disapproval to the Personnel Officer. Research data to determine trends related to leave history, types, etc., and make recommendations on process and policy improvements. Ensure employees are receiving all benefits provided by law, utilizing current laws and rules. |
| 30% | Maintains up to date and accurate records in the FMLA Tracker database to reflect leave status and ensures that appropriate documentation exists for audit purposes. Creates and prepares daily, weekly, and as needed reports utilizing spreadsheets and the applicable FMLA data collection system. Provide training and assistance to Personnel Specialists in relation to these special needs. |
| 15% | Provides consultation and recommendations to managers and supervisors on FMLA procedures and issues. Corresponds with employees and managers via e-mail, letters and/or phone. Responds to general and complex leave and benefits inquiries in a professional and timely manner, displaying excellent customer service skills. Attends all FMLA Coordinator meetings including meetings with the Department of State Hospitals - Sacramento staff. Updates all FMLA procedures and training materials. |
| 5% | Assist with special projects, training, and other complex duties as requested by the Personnel Officer. |

2. SUPERVISION RECEIVED – Staff Services Manager II (Personnel Officer)

3. SUPERVISION EXERCISED - None

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel and management analysis, governmental functions, and organization.

ABILITY TO: reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Compose and prepare family medical leave responses in compliance with laws and regulations and leave benefit policies.
- Review and apply DSH FMLA and CFRA policy revisions and clarifications to DSH-A policies.
- Develop, implement, and present training to managers/supervisors on Family Medical Leave.
- Ability to create spreadsheets and reports in Excel.
- Ability to fluently enter information into MS Access program with intermediate or above understanding of MS Access.

6. LICENSE OR CERTIFICATION – N/A

7. TRAINING - Training Category = 3

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences
- Maintain a professional appearance
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public
- Comply with hospital policies and procedures

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor

Print Name

Date